



Calaveras County Superior Court
Invites Applications for the Position of
COURT OPERATIONS MANAGER
\$4,513 - \$5,486/Month

Final Filing Date: March 30, 2007, by 3:00 p.m.

The Calaveras Superior Court is now accepting applications for the position of **Court Operations Manager**. The **Court Operations Manager** is a management classification with responsibility for overseeing the operational functions of the Court. Incumbents plan, organize, coordinate, and oversee the daily operations of one or more sections of court operations; provides supervision to subordinate supervisors and support staff; provides administrative support to Court Executive Officer as needed. This position is distinguished from the Court Fiscal Manager in that the latter is responsible for overseeing the fiscal functions of the court.

THE POSITION:

Under limited direction, this exempt, management level position is responsible for court operations, and as assigned, other administrative operations of the court.

DESIRABLE QUALIFICATIONS:

Proficient knowledge of:

- Administrative principles and methods, including goal setting, performance measures, and program development and implementation,
- Principles and practices of performance management programs including employee supervision, including work planning, organization, training, and performance evaluation.
- Applicable legal guidelines and standards governing the administration of assigned service area.
- Organization, function, and operation of the court system including court security.
- Legal terminology, including relevant codes, policies, procedures, and processes.
- Basic budgetary principles, basic analytical and statistical methods, and legal research techniques.
- Standard court and office practices and procedures, including the operation of standard office equipment.

- Management information and recordkeeping systems and work-related computer applications.

Ability to:

- Support the mission and strategic goals and objectives of the court.
- Plan, organize, administer, and coordinate a variety of court programs and services within the section assigned.
- Plan, assign, supervise, and evaluate the work of subordinate supervisors and assigned staff.
- Comprehend, interpret, explain, and apply complex codes, statutes, court rules, and case law that affect court programs and operations.
- Develop written procedures.
- Interpret court policies and procedures for staff and the public.
- Develop and implement goals, objectives, policies, procedures, and work standards adhering to the mission and strategic goals and objectives of the court.
- Select, motivate, and evaluate staff, and provide for their training and development.
- Analyze complex technical and administrative problems.
- Establish and maintain cooperative and effective working relationships with judicial officers, attorneys, staff, other agencies, and the public.
- Exercise initiative and sound judgment within general policy guidelines.
- Communicate effectively, orally and in writing.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to:

- Manages one or more divisions or programs of the court; may assist in the overall administration of an operational unit.
- Plans, organizes, directs, and coordinates, directly and/or through subordinate supervisors, the activities of the program, function, or operational unit.
- Performs supervisory duties, including hiring and training staff, assigning work, conducting performance evaluations, participating in disciplinary actions, and resolving employee grievances.
- Conducts administrative studies to evaluate effectiveness, define problem areas, and develop recommendations for solutions.
- Participates in the development of policies, procedures, and goals with particular emphasis in the functional area of assignment.
- Reviews, interprets, and analyzes new legislation to determine effects on operations and programs.
- May assist in preparing and administering the section budget.
- Coordinates division activities with other Court divisions or units, outside agencies, and concerned parties.
- Resolves difficult problems related to division or program activities and functions.
- Interprets complex codes, regulations, policies, and procedures, and provides guidance and assistance for staff and the public.
- Directs the preparation of a wide variety of records and reports regarding division and operational activities.
- Provides administrative staff support for judicial officers as required.
- Oversee daily court security functions.
- Performs other duties as assigned.

EXPERIENCE/TRAINING:

Any combination of experience and education that would provide the required knowledge and abilities including the knowledge of administrative principles and practices, and full understanding of the functions, organization and processes of a court and judicial system is qualifying.

A typical way to obtain the required knowledge and abilities would be graduation from an accredited college or university with a bachelor's degree in court administration, business or public administration, criminal justice or a closely related field plus four (4) years of progressively responsible experience in a court, including two (2) years in an administrative or supervisory position. Additional years of experience in a court may be substituted for the recommended education.

LICENSE REQUIREMENTS: Possession of a current and valid California driver's license.

COMPENSATION AND BENEFITS:

Court Operations Manager: \$4,513 - \$5,486 per month. Appointments are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of the probationary period, a 5% merit raise may be granted. Merit raises may be granted annually thereafter to the top step.

Benefits include:

The Court provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental, vision, EAP, deferred compensation, life and long-term disability insurance, along with Paid Time Off (PTO). Permanent employees do not pay Social Security, but are members of the Public Employee's Retirement System. The Court pays the employee's contribution to the retirement system.

APPLICATION AND SELECTION PROCESS:

Complete a Calaveras Superior Court Application and Supplemental Questionnaire and submit by mail to:

**Calaveras Superior Court
Attn: Human Resources
891 Mountain Ranch Road
San Andreas, CA 95249**

*Applications and Supplemental Questionnaire can be downloaded from the
Calaveras Superior Court Website at:*

**www.calaveras.courts.ca.gov
or by calling (209) 754-6895**

Filing Deadline: The final filing date is March 30, 2007 by 3:00 p.m.

Selection Process: A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to an interview. It is anticipated that the interviews will be held the week of April 16, 2007. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact the Calaveras Superior Court at 209-754-6845.

FACTS ABOUT CALAVERAS COUNTY

Calaveras County is located in the scenic and historic Mother Lode Area of the western slope of Sierra Nevada Mountain Range. The County population is approximately 40,000. There is one incorporated city in the County, Angels Camp, and several unincorporated communities including San Andreas, Valley Springs, Murphys, Copperopolis and Arnold. Most residents of Calaveras County live within 1 ½ hours of Stockton and Sacramento and within 2 hours of San Francisco. Calaveras County offers a full spectrum of outdoor recreational activities, including golf, skiing, fishing, boating, backpacking, camping and youth sports. Other benefits in Calaveras County include a low crime rate, excellent public schools, lack of traffic congestion, clean air, a low cost of living and a strong sense of community.



CALAVERAS SUPERIOR COURT
COURT OPERATIONS MANAGER
SUPPLEMENTAL QUESTIONNAIRE

1. Describe why your experience; training and/or education qualify you for the position of Court Operations Manager. In what operational areas do you feel you have the most experience? In what areas do you feel you have the least experience?
2. Describe your experience analyzing operational processes and recommending implementation of policies and procedure that increase efficiency and/or ensure that legal requirements are met.
3. Describe a major project that you have managed. Explain the scope of the project, your roles, challenges, and the outcome.
4. Describe your experience with personnel management and employee/labor relations. Provide an example of a challenging personnel situation that you have dealt with and the outcome.